

POSITION DESCRIPTION (Please Read Instructions on the Back)						1 Agency Position No. R3-5		
2 Reason for Submission <input type="checkbox"/> Promotion <input type="checkbox"/> Reassignment Explanation (Show any positions required)	3 Service <input checked="" type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Other	4 Employing Office Location Twin Cities, MN	5 Duty Station	6 CSC Certification No.				
		7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	8 Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
		10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted Category	11 Position n Summary <input type="checkbox"/> Managerial <input type="checkbox"/> Other <input checked="" type="checkbox"/>	12 Seniority 1-Junior <input checked="" type="checkbox"/> 2-Middle <input type="checkbox"/> 3-Senior <input type="checkbox"/>	13 Compacting Law Co <input type="checkbox"/> 2-Civil Service <input type="checkbox"/> 3-Civil Service <input type="checkbox"/> 4-Special Service	14 Agency Use		
15 Classified/Graded by	General Title of Position		Pay Plan	Occupational Code	Grade	Initials		
a Civil Service Commission								
b Department, Agency, or Establishment								
c Bureau								
d Field Office	Animal Caretaker		WG	5048	1	<i>11/1/73</i>		
e Recommended by Supervisor or Initiating Office	Animal Caretaker		WG	5048	1			
16 Organization Title of Position (if different from office title)			17 Name of Employee (if agency, specify)					
18 Department, Agency, or Establishment <u>Department of Interior</u>			c Third Supervisor					
a First Subdivision			d Fourth Supervisor					
<u>U.S. Fish and Wildlife Service</u>			e Fifth Supervisor					
b Second Subdivision			f Sixth Supervisor					
Division 2								
19 Employee Review: This is an accurate description of the major duties and responsibilities of my position			Signature of Employee (optional)					
20 Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to audit of financial and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			Signature of Higher Level Supervisor or Manager (optional)					
a Typed Name and Title of Immediate Supervisor								
----- Signature	Date		----- Signature	Date				
21 Classification Job Grading Certification: I certify that this position has been classified graded as required by Title 5 U.S. Code in conformance with standards published by the Civil Service Commission or if no published standards apply directly, conformity with the most applicable published standards			22 Standards Used in Classifying/Grading Position Standard Position Description R3-5 Job Grading Standard for WG-5048, TS-38, dated 5/73					
----- Typed Name and Title of Official Taking Action Bonita B. Schires Classification Officer	Date		Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission					
----- Signature	Date							
23 Position Review Initials Date Initials Date Initials Date Initials Date Initials Date Initials Date								
a Employee (Employee)								
b Supervisor								
c Classifier								
24 Remarks								

Full Performance Level: _____

Personnel Folder Copy _____
 Supervisor's Copy _____
 Employee's Copy _____
 Classification Copy _____

INTRODUCTION:

The incumbent of this position serves as a Fin Clipper at National Fish Hatcheries within Region 3 of the U.S. Fish and Wildlife Service. Hatchery activities involve breeding, rearing, and caring for fish. Fin Clippers are employed on an intermittent basis. The incumbent's duties include:

A. Duties:

- Catching and handling fish to clip fin(s) and/or tag fish according to specific instructions.
- Maintaining work areas in a neat and orderly manner.
- Performing simple repetitive tasks incidental to biological projects.

B. Skill and Knowledge:

- Skill in performing the delicate and tedious task of clipping appropriate fish fin(s) without causing injury to the fish.
- Skill in handling fish and rapidly clipping fins.

C. Responsibility:

Incumbent performs a limited number of duties involved in basic fish care which are assigned by the Supervisor. Tasks are clear-cut and directly related. A higher grade employee is available to demonstrate standard work methods, answer questions, and resolve problems. Incumbent is responsible for rapidly clipping the correct fin(s) at the depth to prevent regeneration. All work is checked while in progress and upon completion to ensure that work schedules and instructions are followed.

D. Physical Effort:

The work involves Minimal physical exertion. On occasion incumbent may lift relatively lightweight containers and packages in performance of assigned duties. Ability to work with hands is important in the fin clipping and tagging operation.

E. Work Environment:

The incumbent works in an indoor setting with wet conditions—i.e., hands are frequently in cold water. Occasional conversion to an outdoor tagging operation is possible. In these instances, variable weather conditions may be encountered.